



## DONATION ENVELOPE & PEN ORDER FORM

Name: \_\_\_\_\_

Chapter/School: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### FUNDRAISING COLLATERAL ITEMS

*The Foundation is willing to provide standard envelopes pre-addressed to Alpha Phi Foundation and logo pens for your event. These items are perfect for collecting donations through the mail or at your event.*

#### Donation Envelopes

Quantity: \_\_\_\_\_

#### Foundation Pens

Quantity: \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Shipping: \$ 10.00 \_\_\_\_\_

(Optional) Donation to Alpha Phi Foundation: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

### PAYMENT METHOD

*Items will be shipped via US Postal Service or United Parcel Service. If you require overnight FedEx shipment (extra charge), please contact a Foundation staff for payment information. **Questions?** Call 847-316-8955*

Money order enclosed (please do not send cash)

Check enclosed

Check Number: \_\_\_\_\_

### PLEASE RETURN COMPLETED FORM TO

Alpha Phi Foundation,  
ATTN: Chapter Giving  
1930 Sherman Avenue  
Evanston, IL 60201

Or email: [foundation@alphaphi.org](mailto:foundation@alphaphi.org)

FOR FOUNDATION OFFICE USE ONLY

Date Order Received: \_\_\_\_\_ Date Shipped: \_\_\_\_\_ Staff Initials: \_\_\_\_\_